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**21st SPACE WING
Supplement 1**

11 JUNE 2003

Personnel

FIRST TERM AIRMEN CENTER

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ USAF/DPDT (Lt Col F. X. Conejo)

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(Elizabeth T. Corliss, SES)
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This instruction implements Air Force Policy Directive (AFPD) 36-22, *Military Training*. It provides guidance on the implementation and operation of First Term Airmen Centers (FTAC). First Term Airmen Centers are designed to transition first duty station airmen from a training to a mission-oriented environment. FTACs provide a means of inprocessing airmen with a solid foundation of base and ancillary training programs and briefings in order to prepare them to become mission ready airmen in a minimum amount of time. This AFI outlines the responsibilities of each level of command. This publication does not apply to Air National Guard (ANG) or Air Force Reserve (AFR) units. **Records Disposition:** Maintain and dispose of records created as a result of processes prescribed by this instruction IAW AFMAN 37-139, *Records Disposition Schedule*.

(21 SW) The OPR for this supplement is 21 MSS/FTAC (SMSgt Beverly A. Holt). This publication provides local directives for the implementation of Air Force Instruction (AFI) 36-2252, *First Term Airmen Center* (FTAC), 1 August 2000. It applies to the 21st Space Wing, its units assigned to the Peterson AFB, Cheyenne Mountain Air Force Station (CMAFS), and all tenant units of Peterson AFB and CMAFS. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Vol. 4).

1. Responsibilities:

1.1. HQ USAF/DPDT: As Office of Primary Responsibility (OPR) for this AFI, HQ USAF/DPDT will act as Air Staff advocate for all issues regarding the implementation and operation of FTACs. Issues such as personnel authorizations and funding requirements will be staffed and coordinated through the corporate structure process. Other issues will be staffed and coordinated through the appropriate Air Staff directorate as required.

1.2. MAJCOM: MAJCOM Director of Personnel will be the MAJCOM OPR for FTACs. MAJCOM DPs will appoint a primary point-of-contact for issues concerning FTACs and inform AF/DPDT.

MAJCOM supplements to this AFI are encouraged and must be coordinated with HQ USAF/DPDT before issuing.

1.3. WINGS: Host wings will be responsible for the implementation and operation of FTACs. All Air Force bases will be required to establish an FTAC unless an exception is requested from the wing commander through the MAJCOM to HQ USAF/DPDT. Wing commanders will determine where the day-to-day responsibility for the operation of an FTAC will be placed. It is recommended this responsibility fall under the Support Group, within the Mission Support Squadron as a separate flight. Base supplements must be coordinated with the MAJCOM before issuing.

1.3.1. (Added-21 SW) Administrative responsibility for the operation of the First Term Airmen Center (FTAC) falls under the Mission Support Group, within the Mission Support Squadron as a separate flight. The 21 MSS/CC retains responsibility for all FTAC curriculum and content.

1.4. UNITS: Unit commanders will be responsible for scheduling all first term airmen to attend FTAC inprocessing and briefings at the earliest possible date. While awaiting the start of an FTAC session, squadron inprocessing and work-center orientation may begin. Ensure airmen are not scheduled for other appointments while assigned to the FTAC. The unit will maintain administrative and command responsibility for their airmen. It is recommended that leave and permissive TDY for house hunting be accomplished prior to attending an FTAC session. Do not overlook the importance of the sponsor during this transition period. FTACs are intended to complement, not replace, the assigned sponsor's role and duties.

1.4.1. (Added-21 SW) Upon arrival, airmen should inprocess their unit and, if possible, the Military Personnel Flight (MPF) prior to attending FTAC.

1.4.2. (Added-21 SW) Members may be placed on leave or permissive TDY as needed prior to attending FTAC. The unit must schedule the member for the next available FTAC class, not to exceed 10 duty days when possible.

1.4.3. (Added-21 SW) First term airmen will not be exempted from FTAC without the approval of 21 MSS/CC. Group commanders should request exemption by letter or E-mail.

1.4.4. (Added-21 SW) Units should avoid scheduling their airmen for appointments during the FTAC course. If this is not possible, units must coordinate training/appointments for their airmen with the FTAC Noncommissioned Officer in Charge (NCOIC). Coordination should be done prior to FTAC start date, when possible.

1.4.5. (Added-21 SW) Airmen who miss mandatory training, as defined by AFI 36-2252, Paragraph 3.1., will be required to make up the training prior to being issued an FTAC completion certificate and training letter.

1.4.6. (Added-21 SW) Emergency, convalescent, and ordinary leave as well as medical profiles, quarters, or TDY for airmen assigned to FTAC are coordinated between FTAC NCOIC and applicable unit/first sergeant.

1.4.7. (Added-21 SW) FTAC students are considered to be in an academic status and are nonplayers to their assigned unit for the duration of the FTAC course. Requests for exceptions to this policy must be submitted to the 21 MSS/CC by the applicable group commander (see paragraph 1.4.4. (Added) above). In the event of a real-world contingency, FTAC airmen are contacted by, and released to, their respective units for duty.

1.5. FTACs: FTACs will provide a structured program to transition airmen from a training to a mission-oriented environment, reinforcing the military lessons first-term airmen learn and experience in BMT and technical training. By providing briefings covering various topics and initial ancillary training, FTACs have the unique opportunity to create an environment for airmen to develop a warrior spirit and an expeditionary mindset.

1.6. Non-Commissioned Officer in Charge (NCOIC), FTAC: Commanders will assign, at a minimum, a Staff Sergeant to be the NCOIC of the FTAC. The NCO selected for the position must be of the highest caliber. This NCO will be assigned a Reporting Identifier of 9F000, First Term Airmen Center, and will be assigned for a minimum of one year but no more than three years total. This person is in a unique position to prepare new airmen for life in the Air Force. They must be dedicated to mentoring, demonstrate core values, and serve as a positive role model. He/she will be responsible for the day-to-day operations of the FTAC and managing the activities of all assigned airmen. He/she will coordinate with base staff agencies and units in the development of an event/training schedule. Other NCOs or senior airmen on a rotating basis may augment the FTAC if local conditions permit. If senior airmen are used, they must be graduates of the Airman Leadership School.

1.6.1. Candidates will be identified from local resources, subject to HQ AFPC/DPAAD approval. Candidates should not be in an overseas imbalance or chronic critical shortage Air Force specialty. If local resources are not available at dependent-restricted tours, HQ AFPC/DPAAD may approve an advertisement using the EQUAL-Plus process to identify a PCS volunteer. All requests for permanent change of assignment of personnel to NCOIC, FTAC duty must be submitted by the MPF through the MAJCOM to HQ AFPC/DPAAD2. Commanders are encouraged to check the availability of candidates with AFPC/DPAAD early in the reviewing process to confirm their availability. Once selected, HQ AFPC/DPAAD2 will place the NCOIC, FTAC in Assignment Code 44 with an expiration date (year/month) of no more than the duty effective date plus 3 years for CONUS personnel. Individuals assigned overseas are not assigned an assignment availability code as their assignments are managed through the Date Eligible to Return from Overseas (DEROS) process.

1.6.2. (Added-21 SW) The FTAC NCOIC has the authority/discretion to send airmen who repeatedly fail to comply with standards back to their units or may administer administrative actions, up to and including letters of reprimand to correct substandard behavior. All documented disciplinary measures are briefed to the airman's squadron commander, squadron section commander, or first sergeant. Copies of documentation are provided to the unit.

1.6.3. (Added-21 SW) Major disciplinary infractions requiring corrective measures beyond the letter of reprimand level (for example Article 15) are referred to the unit and will dictate an airman's immediate release from FTAC. These airmen will be scheduled by their unit to repeat FTAC at the completion of corrective action.

1.6.4. (Added-21 SW) The FTAC NCOIC will notify, via letter, the supervisors, first sergeants, or commanders of students scoring below the 8.5 reading level on the Air Force Reading Aptitude Test. A sample notification letter is at [Attachment 2 \(Added\)](#).

1.6.5. (Added-21 SW) The FTAC NCOIC will provide each airman's unit an after action report on training. A sample is at [Attachment 3 \(Added\)](#).

2. Program Length:

2.1. Programs must be at least 10 but no more than 30 duty days in length. MAJCOMs and wings will structure their FTAC schedule to meet local needs and requirements.

3. FTAC Curriculum:

3.1. MAJCOMs may establish a standardized curriculum for FTACs, but at a minimum, the following topics must be included: base-level inprocessing briefings, such as military personnel, finance, off-duty education, family support center, personal financial management, TRICARE, disaster preparedness, safety, Operational Risk Management, equal opportunity and treatment/human relations, Alcohol and Drug Abuse Prevention and Treatment (ADAPT), and mission orientation briefing. Although the following topics are taught or introduced at Basic Military Training, they are highly encouraged for continued emphasis: UCMJ, dress and personal appearance, customs and courtesies, Expeditionary Aerospace Force, and Air Force Core Values. AFM 10-100, Airman's Manual, will be used as a guide when establishing curriculum.

3.2. The following briefings are optional but not limited to: Health and Wellness, Air Force Office of Special Investigations/Security Forces, American Red Cross, Legal, Chapel Orientation, Area Defense Counsel, Family Advocacy, Domestic Violence, Stress Management, Suicide Prevention, Dormitory Standards, Housing, Air Force Aid Society programs, Honor Guard, and Services programs. Wings are encouraged to develop and present briefings/presentations on other topics relevant to the wing's mission or location (i.e., local host nation/customs, courtesies, and culture). The following training programs may also be included in the overall FTAC curriculum: Chemical Warfare Training, Self Aid/Buddy Care, Cardiopulmonary Resuscitation, Hearing Conservation, Air Force Reading Abilities Test, Fire Extinguisher, Cycle Ergometry, OPSEC, COMSEC, COMPUSEC, Protection of the President, and Law of Armed Conflict.

DONALD L. PETERSON, Lt General, USAF
DCS/Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-22, *Military Training*

AFM 10-100, *Airman's Manual*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFM—Air Force Manual

COMSEC—Communication Security

COMPUSEC—Computer Security

DEROS—Date Eligible to Return from Overseas

DP—Director of Personnel

FTAC—First Term Airmen Center

HQ AFPC—Headquarters Air Force Personnel Center

HQ USAF—Headquarters United States Air Force

MAJCOM—Major Air Command

NCOIC —Non-Commissioned Officer in Charge

OPR —Office of Primary Responsibility

OPSEC —Operation Security

Attachment 2 (Added-21 SW)**SAMPLE NOTIFICATION LETTER**

MEMORANDUM FOR APPLICABLE UNIT

FROM: 21 MSS/FTAC

SUBJECT: Air Force Reading Aptitude Test (AFRAT) Score

1. FTAC student Airman First Class (A1C) Iama Student was administered the AFRAT. This two-part test is used to determine vocabulary and reading comprehension levels. An overall score of 8.5 or below is always reported to the unit's First Sergeant because a score at this level may indicate that the student will incur some difficulties completing their Career Development Course (CDC).
2. A1C Student scored an overall 8.0, which falls just below the cutoff. This information is provided to you so that, as he/she works through his/her CDCs, you are aware of the fact that they may be more challenging for him/her than they are for other members of your unit. If this is the case he/she may require additional training or time to successfully complete his/her CDCs.
3. Please use this information to set A1C Student up for success. Your unit training manager should be able to assist if CDC or any other training-related difficulty arises. Please contact me at X-XXXX if you have any questions.

ONE INSTRUCTOR, SMSgt, USAF
FTAC NCOIC

Attachment 3 (Added-21 SW)**SAMPLE AFTER ACTION REPORT**

AFTER ACTION REPORT
FOR THE COMMANDER AND FIRST SERGEANT
OF FTAC STUDENT _____

1. Punctuality	
2. Customs and Courtesies	
3. Dress and Appearance	
4. Military Bearing	
5. Attitude	
6. Demonstrated Effort	
7. Class Participation	
8. In-Class Problems	
9. Items for Attention	

Additional Comments:

ONE INSTRUCTOR, SMSgt, USAF
FTAC NCOIC

Date: